

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-23

Date Received: December 15, 2022

Title: Revisions to Procurement Forms

Initiator Name: Erick Martinez

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (Please check only one box)

- | | |
|---|--|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Procurement Tools and Resources |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input checked="" type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists | |

Summary of Change:

1. Revised all procurement forms to comply with FAA Order 1330.1B, FAA Forms Management Program.
2. For the Procurement Forms subject to the Paperwork Reduction Act, added appropriate OMB Information Collection Statement. Change Procurement Forms layout in accordance to the Paperwork Reduction Act. All forms affected by this change request are listed under Attachments
3. Deleted the following two (2) Procurement Forms (Contract Security Classification Specification 4400-46 and Resource Conservation and Recovery Act 4400-76)

Reason for Change:

1. Revised and provided new forms layout necessary to comply with the Paperwork Reduction Act and FAA Order 1330.1B, FAA Forms Management Program
2. Deleted two (2) Procurement Forms
Contract Security Classification Specification 4400-46 - The form is owned by the Security Office and will be maintained by that office.
Resource Conservation and Recovery Act 4400-76 - The form is no longer applicable to FAA Acquisitions

Development, Review, and Concurrence: (AAP-110, AAQ, AGC)

Target Audience: Acquisition Workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: AMS Procurement Policy & Guidance - Procurement Forms

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links: https://fast.faa.gov/PPG_Procurement_Forms.cfm

Attachments:

Part I Procurement Forms under the Paperwork Reduction Act - Construction

Final-Affidavit of Individual Surety 4400-33

Final-Architect - Engineer Qualifications 4400-37

Final-Bid Bond 4400-39

Final-Bid Bond – Annual 4400-40

Final-Payment Bond 4400-61

Final-Performance Bond Annual 4400-63

Final-Reinsurance Agreement for a Miller Act Payment Bond 4400-72

Final-Reinsurance Agreement for a Miller Act Performance Bond 4400-73

Part I Procurement Forms under the Paperwork Reduction Act - Contract

Final-Statement and Acknowledgment 4400-84

Part I Procurement Forms under the Paperwork Reduction Act - General

Final-Contractor Employee Off-Boarding 4400-47

Final-Contractor Staffing Access Questionnaire 4400-48

Final-Contractor's Request for Progress Payment 4400-50

Final-Electronic Funds Transfer (EFT) Waiver Request 4400-52

Final-Inventory Schedule B 4400-57

Final-Inventory Schedule B - Continuation Sheet 4400-57.1

Final-Inventory Verification Survey 4400-58

Final-Payment Bond For Other than Construction Contracts 4400-62

Final-Report of Inventions and Subcontracts 4400-74

Final-Schedule of Accounting Information 4400-77

Final-Settlement Proposal (Short Form) 4400-79

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Final-Support Contractor Authorization 4400-85

Part II Procurement Forms for FAA use - Construction

Final-Abstract of Offers 4400-32

Final-Abstract of Offers Continuation 4400-32.1

Final-Architect - Engineer Contract 4400-36

Final-Consent of Surety 4400-42

Final-Performance Evaluation (Architect Engineer) 4400-64

Part II Procurement Forms for FAA use - Contract

Final-Amendment of Solicitation/Modification of Contract 4400-34

Final-Solicitation, Offer, and Award 4400-81

Final-Solicitation, Offer, and Award (Construction, Alteration, & Repair) 4400-82

Final-Solicitation/Contract 4400-83

Part II Procurement Forms for FAA use - General

Final-Confirmatory Instrument 4400-41

Final-Interested Parties Form 4400-56

Final-Order for Supplies or Services 4400-60

Final-Order for Supplies or Services Continuation 4400-60.1

Final-Pre-Award Survey of Prospective Contractor 4400-65

Final-Pre-Award Survey of Prospective Contractor (Accounting System) 4400-66

Final-Pre-Award Survey of Prospective Contractor (Financial Capability) 4400-67

Final-Pre-Award Survey of Prospective Contractor (Production) 4400-68

Final-Pre-Award Survey of Prospective Contractor (Quality Assurance) 4400-69

Final-Pre-Award Survey of Prospective Contractor (Technical) 4400-70

Final-Request for Quotation 4400-75

Final-Semi-Annual Labor Compliance Report 4400-78

Final-Simplified Purchase Summary 4400-80

Final-United States Tax Exemption Form 4400-86

Other Files: None